

AMS

Chief, Management Staff

21 March 1958

Chief, Records Management Staff

Weekly Report - Week Ending 19 March 1958

1. Contributions

a. Tangible

- (1) Completed six filing installations in the Geography Division, OMA.
- (2) Revised the OMA Records Control Schedule to delete one item and added another.
- (3) Completed the revision of the Records Control Schedule for the Support Staff, OMA.
- (4) Completed a review of the vital records deposited by the Office of General Counsel and, as a result, eliminated over 400 obsolete items, approximately 25% of their items in the [REDACTED]
- (5) Completed 22 new and revised forms.
- (6) The Records Center received 168 cu. ft. of inactive records and destroyed 49 cu. ft.

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b. Intangible

- (1) Assisted two Area Records Officers in arranging for appropriate courses in Records Management to be given by American University.

2. Assignments - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel.
- (2) OMA. See 1a(3) above.
- (3) Office of DD/S. Revised schedule for Regulations Control completed and submitted for approval.

b. Installation of Filing Systems. See 1a(1) above.

c. Twenty-seven new and revised forms pending.

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d. Revision of Travel Order, Form No. 340. Possibility of machine application for certain types of travel discussed with [REDACTED]

e. Forms Management Survey, Printing Services Division.

f. Shelf File Installations.

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(1) Library/OCR. Estimated cost of rearranging existing shelving requested from Office of Logistics.

(2) [REDACTED] OO. Floor plan approved by Office of Security.

(3) Map Library/OCR. Space requirements being revised as result of increased work load.

g. Filing System for Biographic Profile, Office of Personnel. Arrangement made for testing an expansion pocket file folder.

h. [REDACTED] Space Layout and Equipment Survey.

25X1A8a

i. Graphics Register Index. Tentative agreement reached on type of equipment to be used and agreement from Security that area can be secured.

3. Assignments - Inactive

a. Industrial Register, Shelf File.

b. Security Office, Shelf File.

c. Survey of Vital Personnel Records.

d. Review of filing installation, Building Planning Staff.

4. News

a. Representatives from the Acquisition Branch, Library and GHI visited the Records Center to review additional records for destruction by the Center.

b. A meeting of the Area Records Officers was held to discuss items of mutual interest and to develop plans for future get togethers.

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Mgt/S/RMS/ [REDACTED] fjm (20 March 1958)